

Grant Proposal GUIDEBOOK



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**Indiana Criminal Justice Institute
Drug and Crime Control Division
Grant Proposal Guidebook**

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OMB Circulars

The following Office of Management and Budget (OMB) Circulars have been referenced herein and copies may be obtained from the addresses shown below. It is the responsibility of the recipient agency to comply with the federal guidelines contained in the circulars.

The Office of Management and Budget
725 17th Street, N. W.
Washington, DC 20503

<http://www.whitehouse.gov/omb/circulars/>

OMB Circular A-21: “*Cost Principles for Educational Institutions*”. This Circular establishes principles and standards for determining costs applicable to grants and contracts with educational institutions.

OMB Circular A-87: “*Cost Principles for State and Local Governments*”. This Circular establishes principles and standards for determining costs applicable to grants and contracts with state and local units of government.

OMB Circular A-102: “*Grants and Cooperative Agreements with State and Local Governments*”. This Circular establishes standards for administration of grants with state and local government agencies.

OMB Circular A-110: “*Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*”. This Circular establishes standards for the administration of grants to institutions of higher education, hospitals, and other nonprofit organizations.

OMB Circular A-122: “*Cost Principles for Nonprofit Organizations*”. This Circular establishes principles for determining cost of grants, contracts, and other agreements with nonprofit organizations.

OMB Circular A-133: “*Audits of Institutions of Higher Education and Other Nonprofit Institutions*”. This circular covers audit requirements for institutions of higher education, hospitals, and other nonprofit institutions for fiscal years that begin on or after January 1, 1990.

Common Rules: “*Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, 28 CFT Part 66*”. This Common Rule contains government wide fiscal and administrative conditions governing Federal grants and cooperative agreements and sub awards to State, Local, and Indian Tribal Governments.

Financial Guide

The **Financial Guide** has been referenced herein. It is the responsibility of the Sub-grantee to comply with the federal guidelines in this manual.

Copies of the above information may be obtained from the Office of the Comptroller Customer Service Center at:

Office of the Comptroller
Office of Justice Programs
United States Department of Justice
810 7th Street, N.W., Room 5303
Washington, DC 2-531
Phone: 1-800-458-0786
Fax: (202) 353-9279
<http://www.ojp.usdoj.gov/FinGuide>

Drug and Crime Control Project Proposal Process

- Announcement by the Drug and Crime Control Division that Grant Proposals are being accepted with an established deadline.
- Grant Proposals are submitted to the Drug and Crime Control Division and are date and time stamped. Grant Proposals arriving after the published deadline WILL NOT be accepted.
- The Grant Proposal is reviewed by the Grant Manager is logged into the Drug and Crime Control Grant Tracking System and will be assigned a Grant Tracking Number.
- The Grant Manager will also review the Grant Proposal for completeness.
- Complete Grant Proposals are forwarded to the Director of the Drug and Crime Control Division for reviewing and scoring. The Director of the Drug and Crime Control Division forward the Grant Proposal to the Chief Operations Officer with one of three recommendations: 1) Approve, 2) Approve with Special Conditions, or 3) Deny.
- If appropriate, the Grant Proposal will also be forward to the Director of the Research and Public Policy Division for review.
- The Chief Operations Officer will make one of three recommendations: 1) Approve, 2) Approve with Special Conditions, or 3) Deny.
- After the Chief Operations Officer has completed his/her review, the Chief Operations Officer and the Director of the Drug and Crime Control Division will meet with the ICJI Executive Director, Chief Deputy Director, and the Chief Financial Officer to make one of three recommendations: 1) Approve, 2) Approve with Special Conditions, or 3) Deny.
- A Grant Proposal receiving a recommendation of “Deny” shall be notified of the appeals process. Agency representatives may request to appear before the Drug and Crime Sub-Committee for the purpose of making an oral presentation and/or respond to questions concerning the recommendation of denying the Grant Proposal.
- The Drug and Crime Sub-Committee shall make one of three recommendations: 1) Approve, 2) Approve with Special Conditions, or 3) Deny on each Grant Proposal to the ICJI Board of Trustees for final action.
- The ICJI Board of Trustees shall make one of three recommendations: 1) Approve, 2) Approve with Special Conditions, or 3) Deny. **All actions by the ICJI Board of Trustees are final.**
- The Applicant Agency shall be notified by the Director of the Drug and Crime Control Division of the final action by the ICJI Board of Trustees within 72 hours after the ICJI Board of Trustees has adjourned.
- After the Grant Proposal has been approved the first step in the Awarding Process is for a Grant Agreement to be sent to the Applicant Agency. The Grant Agreement must be signed and returned to the Drug and Crime Control Division as per enclosed instructions. The entire Grant Agreement with original signature must be returned.
- Once received by the Drug and Crime Control Division, the ICJI Executive Director will sign the Grant Agreement and it will be processed by the Indiana Department of Administration, State Budget Agency, and the Indiana Attorney General. By statute this process **may take up to 65 days.**
- Once returned back to the Drug and Crime Control Division, the Award Packet for the Grant will be sent to the Applicant Agency.

Application Instructions

General Instructions

The Grant Proposal form is in MS Word as a form with the document being password protected. Altered application forms will not be accepted in the Indiana Criminal Justice Institute.

Each field that requires information is identified by a small gray-colored box or a checkbox. The font size is already set for the entire application.

Some text boxes are set so that as you type in information the box will expand if necessary. Section 9. Budget Narrative is a good example. Also, page breaks are set at the end of each Section. When you complete a Section the new Section will automatically begin at the top of the next page. This has been done to facilitate the preparation of certain parts of the proposal that will need to accompany the Grant Agreement should you be awarded a grant. This includes Sections such as the Executive Summary and Needs Statement, Budget Worksheet and Narrative, and Implementation Plan.

You may submit your proposal via email to drugandcrime@cji.in.gov. You will not be able to submit the Signature Pages using this method. Obtain the necessary signatures and then submit to the Indiana Criminal Justice Institute via the U.S. Postal Service. **ALL DOCUMENTS MUST HAVE ORIGINAL SIGNATURES. SIGNATURE STAMPS WILL NOT BE ACCEPTED.**

Each grant proposal will be reviewed and scored based on a maximum of 100 points.

Section 1. Cover Page

Please check the appropriate grant program.

Place a checkmark in the appropriate box for the grant program for which you are applying.

Please check the appropriate grant:

<input checked="" type="checkbox"/>	Byrne Justice Assistance Grant (JAG)	<input type="checkbox"/>	Residential Substance Abuse Treatment (RSAT)
<input type="checkbox"/>	JAG \$10K and Under	<input type="checkbox"/>	National Criminal History Improvement Program (NCHIP)
<input type="checkbox"/>	Paul Coverdell Forensic Science		

Applicant Agency.

Complete all requested information.

State agencies, units of local government, and units of tribal governments are eligible to apply for federal grants offered through the Indiana Criminal Justice Institute. A local government is defined as a city, county, town, township, or other general purpose political subdivision of a state and includes Indian tribes which perform law enforcement functions as determined by the Secretary of the Interior. A city or county must be a legal applicant and recipient on behalf of a city or county departments. The same applies to a not-for-profit organization that is participating in a grant funded program. The not-for-profit can not be an Applicant Agency. All Applicant Agencies who receive funding from any division of the Indiana Criminal Justice Institute must be in compliance with those programs. IC

Applicant Agency: Hunter County Sheriff Department		
Address: 1234 Hunter Lane		
City: Hometown	Zip: 99999-9999	County: Hunter
Phone: (888) 555 - 1111 ext:	Fax: (888) 555 - 2222	
Agency E-Mail: a1234@huntercountysheriff.org		
Federal Employer or Payee Identification Number (FEIN):		

Project Director.

This is the government affiliated official who is responsible for the project.

Project Director

Name: Harold Smith	Title: Sheriff
Agency: Hunter County Sheriff Department	
Address: 1234 Hunter Lane	
City: Hometown	Zip: 99999-9999 County: Hunter
Phone: (888) 555 - 1111 ext: 123	Fax: (888) 555 - 2222
E-Mail: hsmith@huntercountysheriff.org	

Coordinator / Point-of-Contact.

This is the individual that ICJI can have direct contact with concerning any issues regarding the grant. Some project has someone other than the Project Director designated to keep records and to complete and submit reports related to the project.

Coordinator / Point-of-Contact

Name: Samuel Jones	Title: Commander, Drug Section
Agency: Hunter County Sheriff Department	
Address: 1234 Hunter Lane	
City: Hometown	Zip: 99999-9999 County: Hunter
Phone: (888) 555 - 1111 ext: 125	Fax: (888) 555 - 2222
E-Mail: ajines@huntercountysheriff.com	

Project Title.

i.e., Hunter County Drug Task Force, Hunter County Drug Court, Hunter County Drug Prosecutor, Hunter County Corrections Treatment Program, etc.

Project Title: Hunter County Drug Task Force

Project Duration and Anticipated Start Date

Grants through the Drug and Crime Control Division are for 12 months or less.

The Anticipated Start Date is the date when you expect to begin your project.

Project Duration: 12 months	Anticipated Start Date: 01 / 01 / 2008 (MM/DD/YYYY)
------------------------------------	--

New Project, Continuation Project, and Previous Grant Number.

Check the appropriate box to indicate if this is a New Project or a Continuation Project. NOTE: If you received grant funding the previous year for a project, but the project itself has changed, then it is to be considered a New Project.

<input type="checkbox"/> New Project	<input checked="" type="checkbox"/> Continuation Project	If Continuation, previous ICJI Grant Number: 05-DJ-200
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If Continuation, indicate the total number of years of previous federal support>

If Continuation, indicate the total number of years of previous federal support: 2

Section 2. Executive Summary

The Executive Summary is the **first thing read, last thing written**. The Executive Summary summarizes all of the elements of your grant proposal. In the Executive Summary is describes an overview of the scope of the project; states the problem(s) or need(s); describes the goal, objectives, and outcomes to be gained; states the total cost of the project; and summarizes each major section of the proposal. It does all of this in no more than two pages.

In the scoring of your grant proposal, the Executive Summary has a maximum value of 5 points.

Section 3. Needs Assessment

The Needs Assessment is the foundation of your proposal. In the Needs Assessment you explain the problem and provide documentation to indicate that is truly is a problem. Keep the problem narrowly defined, so that it is clear that an organization the size of yours can do something about it, and make sure that you establish a logical connection between your organization and the problem to be solves. It is important to describe how the funding for this project would alleviate the problem. Clearly describe the target population effected by this problem.

Define the problem as one belonging to the community you serve, not one belonging to your organization. You're asking for funding to give help to a certain number of people that wouldn't get it otherwise, not because *your* organization needs more staff or is short on funds.

Support your Needs Assessment with relevant data. Quote statistics or statements of research studies, local officials, surveys, public and private agencies such as hospitals, mental health treatment facilities, etc. Data that reflects a period of time is needed in order to demonstrate trends. Stating that arrests for a particular criminal offense are up and then listing the arrest data for the pervious year does not support the statement. **At least three years of data is needed in order to demonstrate a trend.**

In the scoring of your grant proposal, the Needs Assessment has a maximum value of 15 points.

Section 4. Problem Statement, Goals, Objectives and Performance Indicators

Clearly presenting your project's goals and objectives is critical to the application and should be

undertaken with care and deliberation. Based on the Needs Statement, the Problem Statement, Goals and Objectives indicate what it is that you are proposing.

A **problem statement** is a one sentence description of the problem that has been identified.

Problem Statement
Individuals arrested for controlled substance violations in Hunter County are also suspects in unsolved crimes against property and persons.

A **goal** is a broad based statement of a desired state of affairs that are timeless. The Goal Statement should be a concise statement of the project direction. The goal does not have to be immediately attainable but should be realistic, understandable, and related to the Needs Assessment. A single Goal is usually sufficient.

SAMPLE GOAL:

Goal 1
Identify offenders arrested for controlled substance offenses in Hunter County as possible suspects in unsolved crimes against property and persons.

An **objective** is a specific measurable milestone aimed at achieving your Goal(s). An **objective** reflects how your project will assist in reaching the stated goal(s). Measurable objectives address the problem(s) identified and statistically documented in the Needs Assessment. The objectives should be attainable and realistic.

*A measurable objective is something you are going to do, utilizing the grant funds, by a certain amount (measurable) within a certain time period. Objectives **must** be measurable.*

Measurable objectives always use the words: **to increase, to decrease, or to maintain**. Do not use words such as: to provide, to train, to establish in objectives. These are activity statements. Once you've written an objective, ask yourself if the statement allows you to measure something.

A project will normally have **one to three** objectives for each goal.

To help you in developing measurable objectives, review your project's activities and ask yourself what statistical data will you gather to prove your project is working? You don't need to be overtly detailed in statistical data, but focus on three to five things to measure which will prove your project is making a difference and works. This will actually be your Performance Measures or Indicators for your project and will be used as part of your project's report to ICJI.

Objectives should:

1. Start with the word "To"
2. Specify a single result to be accomplished
3. Specify a target date for completion
4. Specify maximum cost factors, if applicable

5. Are measurable and verifiable (one step in the grant approval process at ICJI is to have the Research Division review the Goals and Objectives of each application to determine if the Goals and Objectives are indeed measurable.)
6. Specify only what and when NOT why and how
7. Are readily understandable, realistic, and attainable
8. Are consistent with budget requirements

SAMPLE OBJECTIVE:

Objective 1-A

To identify the number of individuals arrested for controlled substance offenses in Hunter County as possible suspects in unsolved crimes against property and persons.

The measurable objective above relates to a *new* program. If you were applying for funds to expand or enhance an *existing* program the objective may read as follows:

SAMPLE OBJECTIVE:

Objective 1-A

To increase the clearance rate of unsolved crimes against property and persons in Hunter County committed by individuals arrested for controlled substance offenses.

Performance Indicators are the data which will be collected to measure each objective and shows if the program is successful. Performance Indicators are in direct relationship to the baseline data. Ask yourself what statistical data will show if your program is successful. A review of the Performance Measures established by ICJI for your program will give you great insight into what data is required to be collected and reported. Performance Measurements can be located at www.in.gov/cji/drugfree/drugcrime/grantreport.html.

It is important to state the source(s) where the data for the Performance Indicators will be obtained. The data may be collected by your agency or it may be data that is collected by and available from another agency or source.

Performance Indicators for Objective 1-A

- Case reports of crimes against property and persons by all law enforcement agencies in Hunter County.
- Individuals arrested for controlled substance crimes by all law enforcement agencies in Hunter County.
- Criminal intelligence reports filed with law enforcement agencies in Hunter County.

In the scoring of your grant proposal, the Goals, Objectives and Performance Indicators have a maximum value of 20 points.

Section 5. Implementation Plan

An Implementation Plan is needed no matter whether your proposed project is new or a continuation of an exiting project.

The Implementation Plan is comprised of four categories.

Action Step – This is a statement of what activity is to be completed.

Who's Responsible – This identifies who is specifically responsible for accomplishing the *Action Step*. At a minimum the title of the responsible person is to be listed. Naming the individual is optional.

Timeline – This is a listing of a begin date and end date for this particular *Action Step*. The *Timeline* should be realistic and attainable.

Projected Resources Needed – This includes a listing of specific items that are needed to complete the *Action Step*.

EXAMPLE:

Action Step – Prepare a bi-weekly report of suspects of and individuals arrested for controlled substance offenses for sharing with all law enforcement agencies in Hunter County.

Who's Responsible – Hunter County Drug Task Force Project Director and Hunter County Drug Task Force Criminal Analyst.

Timeline – The first report will be prepared by the close of business on January 8, 2007 and then prepared bi-weekly after that.

Projected Resources Needed – Current information on individuals identified as suspects of controlled substance offences and individuals arrested for controlled substance offenses by the Hunter County Drug Task Force. Such information will be provided in the Weekly Activity Reports submitted by members of the Hunter County Drug Task Force. The analysis will be completed by the Criminal Analyst assigned to the Hunter County Drug Task Force and provided to the Project Director of the Hunter County Drug Task Force.

In the scoring of your grant proposal, the Implementation Plan has a maximum value of 15 points.

Section 6. Sustainability/Future Funding Plan

The reliance on funding from federal grant programs is not a sound business practice. Funding from federal grant sources should be viewed a “seed funds” used to start a program, or as “supplementary funds” used to support a project with an existing budget. Such “supplementary funds” should still be viewed as “seed funds” to expand an existing program or to complete a one-time project.

You must address the following regarding your proposed project's Sustainability/Future Funding Plan:

- Describe the amount and source of match funds.
- And estimated funding plan for subsequent years, if applicable, including an estimated total length of time federal funding will be required for the project.

- Respond to the question, “What will be the future of this project if federal funding is not available for the project after this grant cycle?”

Section 6. Sustainability/Future Funding Plan

Presently the Hunter County Drug Task Force has an annual full-program budget of \$350,000. The funding sources for the program is as follows:

- \$200,000 contributed by each of the participating agencies using a formula based on each percentage of each agency’s jurisdictional population compared to the total population of Hunter County based on the 2000 U. S. Census.
- \$75,000 is generated annually through Program Income and is used, with permission of the Indiana Criminal Justice Institute, the next fiscal year for designated items in the program’s annual budget. This is based on the average Program Income generated over the past five years.
- \$25,000 is from the *Friends of the Hunter County Drug Task Force*. These funds are generated annually from donations and other activities from various businesses in Hunter County who value the work done by the Hunter County Drug Task Force. As with the Program Income, these funds are collected over a 12-month period and then factored into the next annual budget of the Hunter County Drug Task Force.
- \$15,000 was received as a Direct Local Award of the Edward Byrne Justice Assistance Grant Program from the Bureau of Justice Assistance. This award is based on the annual filing of Uniform Crime Report information by the Hunter County Sheriff Department and the Hometown Police Department to the FBI. The combined reported data meets threshold requirements established by the FBI and makes such an award possible through BJA. Hunter County has qualified for this Direct Local Award for the past five years.
- \$35,000 has been secured through an Edward Byrne Justice Assistance Grant administered by the Indiana Criminal Justice Institute.

Over the past five years the amount of funding secured through the Edward Byrne Justice Assistance Grant has decreased from \$75,000 to the current \$35,000 through increasing Program Income and also increases from the *Friends of the Hunter County Drug Task Force*.

At the current annual growth rate of both Program Income and funds from the *Friends of the Hunter County Drug Task Force*, it is anticipated that only two additional years of funding through the Indiana Criminal Justice Institute using the Edward Byrne Justice Assistance Grant will be needed and then the Hunter County Drug Task Force will no longer seek such funding.

In the scoring of your grant proposal, the Sustainability/Future Funding Plan has a maximum value of 13 points.

Section 7. Evaluation and Internal Assessment

In order to determine the level of success of your proposed project, you must make provisions to evaluate the project with an internal assessment. The information needed to conduct the evaluation will have been listed in the Goals, Objectives and Performance Indicators and also in the Implementation Plan. Re-state the applicable information in this section.

It is also important to describe the evaluation process by describing who will conduct the evaluation and

what time frame will be used.

Section 7. Evaluation and Internal Assessment

There are numerous methods used to evaluate internally the activities of the Hunter County Drug Task Force. Those include:

- Submission of case reports bi-weekly on all open investigations. These case reports will be reviewed by assigned supervisors.
- Submission of bi-weekly activity summaries by all officers assigned to the Hunter County Drug Task Force. These bi-weekly activity summaries will be reviewed by the Project Director or his designee.
- The Criminal Analyst assigned to the Hunter County Drug Task Force will prepare monthly summary of all activities completed by officers assigned to the Hunter County Drug Task Force. This summary will be reviewed by all supervisors and the Project Director or his designee.

The Hunter County Drug Task Force has contracted with the Criminal Justice Department at Hunter College to conduct an evaluation of the Hunter County Drug Task Force. This study will be based on reports and other data from the past five years. The evaluation will ultimately provide a critique of the Hunter County Drug Task Force, as well as recommendations for future activities.

In the scoring of your grant proposal, Evaluation and Internal Assessment has a maximum value of 15 points.

Section 8. Project Budget Worksheet

The Project Budget Worksheet is to be viewed as a “Line-Item Budget.” For each entry provide a short description. Under **Federal**, list the amount that is reflective of the percent being provided by Federal funds. Under **Match**, list the amount that is reflect of the percent being provided by State or Local Match. Under **Total**, provide the sum both horizontally for each line and vertically for each column.

You may have a single entry that has information in both **Federal and Match**. EXAMPLE: The position of judge in the Hunter County Drug Court is funded partially through the Hunter County Budget and partially through Federal funds through a JAG grant. The portion funded by the Hunter County Budget is \$35,000 and the portion funded through the JAG grant is \$65,000 for the first year of the grant.

A. Personnel – Use title of position(s), no names	New Hire	Federal	Match	TOTAL
Judge - Hunter County Drug Court	<input checked="" type="checkbox"/>	\$65,000.00	\$35,000.00	\$100,000.00
TOTAL		\$65,000.00	\$35,000.00	\$100,000.00

B. Fringe Benefits – Use title of position(s), no names	Federal	Match	TOTAL
Judge - Hunter County Drug Court - 29%	\$18,850.00	\$10,150.00	\$29,000.00
TOTAL	\$18,850.00	\$10,150.00	\$29,000.00

C. Contract Services	Federal	Match	TOTAL
TOTAL			

D. Travel and Per Diem	Federal	Match	TOTAL
Comprehensive Drug Court Judicial Training National Judicial College - Reno, NV October 10-14, 2007	\$1,489.00		\$1,489.00
TOTAL	\$1,489.00		\$1,489.00

E. Equipment	Federal	Match	TOTAL
TOTAL			

F. Operating Expenses	Federal	Match	TOTAL
Miscellaneous Expendable Office Supplies	\$2,000.00		\$2,000.00
Desktop computers (4)		\$1,879.00	\$1,879.00
TOTAL	\$2,000.00	\$1,879.00	\$3,879.00

G. Confidential Funds – MJTF ONLY	Federal	Match	TOTAL
Signed Certification must be on file with ICJI			
Purchase of Specific Information			
Purchase of Services			
Purchase of Evidence			
TOTAL			

	Federal	Match	TOTAL
TOTAL	\$87,339.00	\$47,029.00	\$134,368.00
	65%	35%	100%

F. Budget Summary	Federal	Match	TOTAL
	Federal Funding Requested	Matching Funds	Total of Federal and Match Funding
A. Personnel <i>(New hires and existing employees)</i>	\$65,000.00	\$35,000.00	\$100,000.00
B. Fringe Benefits	\$18,850.00	\$10,150.00	\$29,000.00

C. Contractual Services			
D. Travel and Per Diem	\$1,489.00		\$1,489.00
E. Equipment			
F. Operating Expenses	\$2,000.00	\$1,879.00	\$3,879.00
G. Confidential Funds – MJTF ONLT			
TOTAL	\$87,339.00	\$47,029.00	\$134,368.00

In the scoring of your grant proposal, the Project Budget Worksheet has a maximum value of 7 points.

Section 9. Budget Narrative

The Budget Narrative provides an opportunity to provide detailed information for each line-item entry in the project's proposed budget.

Personnel

Use official titles of positions, do not use names. Indicate if the person is a New Hire. Enter the amount of the salary that will be funded through the grant. If all or part of a salary is being used for the Match, indicate the amount used. List the base salary used. Include any formulas used. Also include the percent of time involved in this proposed project. Be aware of overtime costs and bargaining unit contracts.

Time and attendance records must be maintained and a copy of the official job description for each position listed must be retained in file.

Fringe Benefits

Use official titles of positions, do not use names. Specify: FICA/Medicare, retirement, insurance, and other benefits in your agency personnel plan. Taxable benefits are not allowable. Include Employer paid benefits only.

Contracted Services

Consultant Fees: Consultant fees must follow the applicable federal guidelines, Office of Management and Budget cost principles, A-122, A-87, or A-21, and state policy. List the name of each consultant, the service to be provided, hourly or daily rate (8-hour day), and estimated time of project. An 8-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance of services.

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant(s) in addition to their fee (i.e. travel, meals, lodging, etc.).

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost.

Travel and Per Diem

The basis for calculation is the current state rate. Current rates are: .40 cents per mile, \$26.00 per day for meals (\$6.50 for breakfast, \$6.50 for lunch, and \$13 for dinner), and reasonable government rates for lodging. Lodging for in-state-travel is available only 50 miles or more from home base of operation.

Out-of-state rates vary. Contact staff if you need to estimate out-of-state per diem. For out-of-state hotel reimbursement, check the Indiana Department of Administration web page by using the following address: http://www.in.gov/doa/travel/travel_policy.pdf

Travel in the Project Budget MUST be explained in detail. Stating "To Be Determined" will not be accepted. Additionally, should eventual travel differ from what was stated in the Project Budget, an amendment to the proposal must be applied for and approved by the Indiana Criminal Justice Institute PRIOR to any such travel.

Equipment (Expendable supplies must be included under Operating Expenses.)

Equipment is defined as an item with a cost of \$5,000 per unit or more and has an expected life cycle of two years or more.

Operating Expenses

Operating Expenses are items with a cost of less than \$5,000 per unit and has an expected life cycle of less than two years.

Most computers will come under this category.

This also includes expendable supplies (office supplies), monthly phone charges, rent, etc.

Confidential Funds – MJTF ONLY

There are three categories of Confidential Funds. They are: 1) Purchase of Specific Information, 2) Purchase of Services, and 3) Purchase of Evidence.

Purchase of Specific Information: Includes the payment of monies to an informant for specific information. All other informant expenses would be classified under "Purchase of Services" and charged accordingly.

Purchase of Services: Includes travel or transportation of a non-federal officer or an informant; the lease of an apartment; business front; luxury-type automobiles, aircraft or boat, or similar effects to create or establish the appearance of affluence; and/or meals, beverages, entertainment and similar expenses (including buy money and flash rolls, etc.) for undercover purposes, within reasonable limits.

Purchase of Evidence: The purchase of evidence and/or contraband such as narcotics and dangerous drugs, firearms, stolen property, counterfeit tax stamps, etc., required to determine the existence of a crime or to establish the identity of a participant of a crime.

Source of Matching Funds

List by category, source and amount matching funds used for this proposed project.

In the scoring of your grant proposal, the Budget Narrative has a maximum value of 10 points.

Section 10. Disclosure of Other Grants

List ALL grants from public or private sources that the agencies participating in this grant application have received since January 1, 2005, that would be relevant to the proposed project. This includes any of the grant programs listed at the beginning of the Grant Proposal Form, as well as any direct awards that have been awarded through any federal grant program. It would also include grants from Local Coordinating Councils with funds from the Local Drug-Free Community Fund. Traffic safety grants are to be listed only if applying for a JAG \$10K and Under grant.

Agency	Grant Name and Number	Start Date	Amount
		/ /	\$

Section 11. Signatures Pages

All submitted signatures MUST be original signatures. Stamped or copied signatures CAN NOT be accepted.

Official Budget Representative

County Commissioners, Mayor, or Department/Agency Head.

Project Director

This information must match the information from the front page.

Project Point-of-Contact

This is the go-to person who can be contacted at anytime reference the project. This information must match the information from the front page.

Local Fiscal Agency

This is the agency that will accept the electronic transfer of funds for the grant and who is responsible for accounting procedures.

Agency Representative(s)

This is the person who is representing agencies where there are multiple agencies participating in the project. In most cases this will be the department/agency head of the participating agency. If the information for the lead agency is the Project Director listed on page 15, then it is not necessary for the

lead agency to have someone else sign.

Pages 1 - 14 of the Grant Proposal Form may be submitted electronically via e-mail using drugandcrime@cji.in.gov . Pages 15 – 18 MUST be submitted containing original signatures. Attach a copy of the Cover Page when submitting the Signature Page(s). ALL pages of the Grant Proposal Form must be received by ICJI by the posted deadline in order to be considered properly submitted.

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**Drug & Crime Control Division
Grant Proposal Guidebook**